

Charity number 1102134

11.2 Fire Emergency Evacuation Procedure

Please refer to our Health and Safety Policy for Fire Safety Policy

There is an emergency evacuation procedure written specifically for each of our settings and this is displayed in all areas, including Personal Emergency Evacuation Plans (PEEP) for those children and staff with additional needs that may need further support when evacuating.

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Points.

The Lloyd Park Centre

When the fire alarm is activated staff have the following responsibilities:

Senior Manager (Also designated Fire Warden)

- Evacuate the setting at the closest exit.
- As you exit, close doors behind you.
- Check with Fire Marshalls at each assembly point that all occupants have evacuated across the whole site (including Grow Wild and Community spaces). If anyone is missing, work with other fire wardens to systematically search the building and cover all areas. If a situation seems too dangerous do not enter an area and prioritise your own safety. If you are unable to locate them, inform emergency services of their last known location.
- Await the Fire Brigade, inform them where the alarm panel is situated and which zone is activated.
- Call 999 if they do not arrive within 10 minutes.

Senior Staff in the Nursery

- Check toilets and ensure the area is evacuated.
- Collect Personal Evacuation Plans and registers.
- Evacuate the building at the closest exit, ensure doors are closed behind you.
- Call the register and ensure children have evacuated.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Administration Team

- Admin to check toilets and staffroom.
- Take out emergency contact folder.
- Admin to take delivery gate key. Key to be placed in folder.
- Admin to take out visitor signing in sheet and check all visitors have exited.
- Admin to take staff signing in sheet out and check all staff have exited.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Do Not Run

Do Not Collect Personal Belongings.

In the event of a planned drill or test we MUST contact the Town Hall and inform them 0208 496 4440

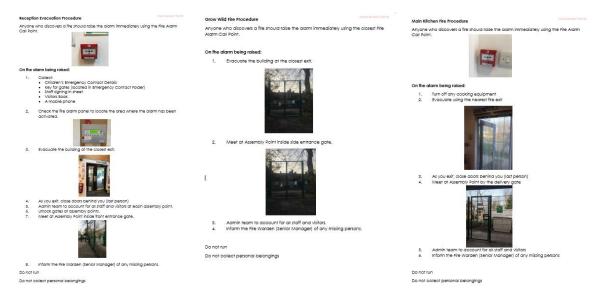
Emergency Services Response:

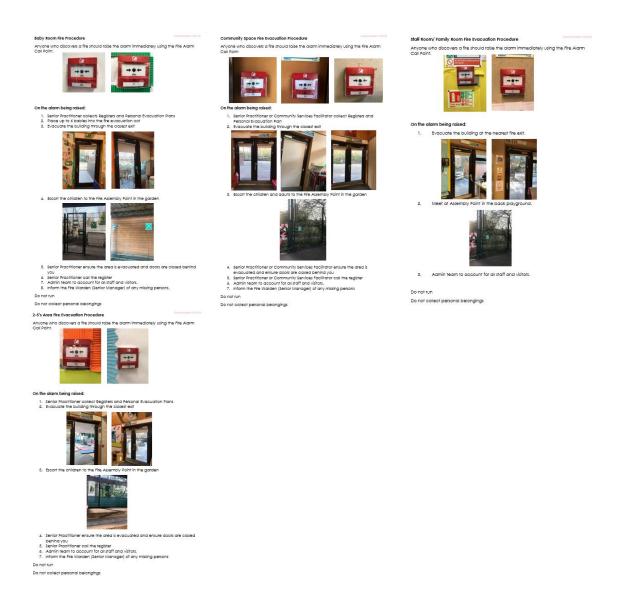
- Firefighters assess and extinguish the fire.
- Paramedics provide medical assistance if necessary.
- The police may secure the area if arson is suspected.

Immediately after emergency evacuation procedure takes place:

After an emergency evacuation has taken place the Senior Leader (who took overall responsibility during the evacuation) must complete the Fire Alarm Testing Log Book and Fire Evacuation Drill document located in the folder titled 'Fire Risk Assessment' held in the main reception office. Senior will set any appropriate actions and monitor and review progress.

Posters Displayed across LPC:





The Higham Hill Centre:

When the fire alarm is activated staff will have responsibility as follows:

Senior Management on site: -

- Check fire alarm panel, locate the area where the alarm has been activated.
- Ensure all fire doors are closed
- Evacuate the building at the first fire exit
- Check with fire marshals all occupants are out at the assembly point
- Meet fire wardens at the assembly point situated in the delivery goods area/back of the nursery
- Await the Fire Brigade, inform them where the alarm is triggered.
- Call 999 if they do not arrive
- Liaise with LBWF Lead to ensure we report back to them and follow any instructions given.

Lead Person in the Nursery Areas: -

- Check all children/staff have evacuated the nursery
- Check toilet area/ garden
- Collect the registers from the area and grab the emergency exit gate key from the side of the doorway.
- Collect care plans for children/staff where appropriate
- Escort children and adults to the fire assembly point. Baby Room utilise Fire Cot (if children are located within the building) to transport Babies to Fire Evacuation Point.
- Take registers and inform fire warden of any missing persons

Downstairs Administration Team

- Admin to check lobby.
- Take out emergency contact folder.
- Admin to take out visitor signing in sheet and check all visitors have exited.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Upstairs at HHC

- Fire Marshall to check all room upstairs to ensure everyone has exited the building (if safe to do so).
- Fire Marshall to take staff signing in sheet out and check all staff have exited.
- Fire Marshall liaise with other fire marshalls and lead to ensure all building is evacuated.

Do Not Run

Do not Collect personal belongings

In the event of a planned drill or test we MUST contact the Town Hall and inform them 0208 496 4440 $\,$

Posters Displayed across HHC:



Main Kitchen Fire Evacuation Procedure

If you discover a fire or one is reported to you, or the fire alarm sounds:

- · If reported to you activate the nearest fire alarm.
- Leave the building via the kitchen fire exit door
- Walk through the wooden gate and meet at the Fire assembly point, situated in the Delivery Goods/ back entrance



 Wait for the register to be called at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS. DO NOT RUN



First floor Fire Evacuation Procedure

If you discover a fire, or one is reported to you or if the fire alarm sounds:

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- · Trainer or senior member of staff to collect registers.
- Escort the adults/children from the building. DO NOT USE THE LIFT. Use the fire exit at the bottom of staircase and meet at the assembly point: situated in the Delivery goods/ back entrance





 Higham Hill Staff to call the registers at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

DO NOT RUN OR STOP TO PICK UP ANY PERSONAL BELONGINGS.



Baby Room Fire Evacuation Procedure If you discover a fire or one is reported to you, or the fire alarm sounds:

Raise the alarm by activating the nearest fire alarm call point

Senior member of staff to collect registers, take the padlock unlock the fence in the playground.



Place up to 6 babies in the fire c



Escort the children from the building via the playground and meet a
 the Fire Assembly Point Book Entrance / Delivery Goods entrance





 Call the registers at the assembly point and repart missing persons to the fre Warden/senior staff or Fire Brigade Officer.
 Do Not Run
DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

The Higham Hill Centre

Reception area Fire Evacuation Procedure If you discover a fire or one is reported to you, or the fire alarm sounds:

- Raise the alarm by activating the nearest fire alarm call point.
- point.On the alarm being raised:
- Take a mobile phone and all registers.
- Leave the building via the front entrance and meet at the assembly point: situated in the Delivery Goods/ back Entrance.





 Call the registers at the assembly point and report missing persons to the senior staff or Fire Warden who will inform a Fire Brigade Officer.

DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

O The Higham Hill Centre

2-5 area Fire Evacuation Procedure

If you discover a fire, or one is reported to you or if the fire alarm sounds:

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- Senior member of staff to collect registers.
- Escort the children from the building via the back entrance and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance





Call the registers at the assembly point and report missing persons to

Do Not Run DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.



Community Room Fire Evacuation Procedure

If you discover a fire, or one is reported to you or if the fire alarm sounds:

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- · Senior member of staff to collect registers.
- Escort the children from the building through the 2-Sarea via the back entrance and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance







 Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

Do Not Run DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.



Family Room Fire Evacuation Procedure

If you discover a fire, or one is reported to you or if the fire alarm sounds:

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- Senior member of staff to collect registers.
- Escort the children from the building via the under 2 playground and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance







 Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

Do Not Run DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

<u>Immediately after emergency evacuation procedure takes place:</u>

After an emergency evacuation has taken place the Senior Leader (who took overall responsibility during the evacuation) must complete the Fire Alarm Testing Log Book and Fire Evacuation Drill document located in the folder titled 'Fire Risk Assessment' held in the main reception office. Senior will set any appropriate actions and monitor and review progress.

Grow Well Centre – Saxon Close:

- Check setting (including toilets, office and storeroom) and ensure the area is evacuated to Fire Evacuation Point.
- Collect registers and signing in sheets.
- Evacuate the building at the closest exit, ensure doors are closed behind you.
- Call the register and ensure all on site have evacuated.
- Inform the Leading Fire Warden (Peabody) of any missing persons.

Short-Term Actions in event of Actual Emergency:

Notification & Communication:

Senior Leadership Team/Centre Managers:

- Inform parents and guardians about the situation and ensure all children are accounted for.
- Notify the relevant authorities (e.g., local council, Ofsted in the UK, childcare regulatory bodies).
- Provide staff with updates and any emergency protocols.

Building Inspection & Damage Assessment:

- Fire inspectors assess the cause of the fire and the extent of the damage.
- Health and safety officers determine whether it is safe to re-enter the building.
- If the premises are unsafe, temporary arrangements for childcare may be needed.

Emotional Support & Counselling:

Children, staff, and parents may require emotional support following the incident.

Long-Term Actions:

Repairs & Restoration:

- Structural repairs, deep cleaning, and smoke damage restoration are carried out.
- A safety review ensures all fire exits, alarms, and equipment are fully functional.

Fire Safety Review & Prevention Measures:

- Conduct a full review of fire safety protocols.
- Reinforce fire drills and staff training.
- Install additional safety measures such as fire-resistant materials or improved alarm systems.

Regulatory Compliance & Reporting:

- A formal incident report is submitted to local authorities and regulators.
- The nursery must demonstrate corrective actions to prevent future occurrences.

Procedure Name	Fire Safety and Emergency Evacuation
	Procedure
Version Number	V3 of new format
Date of Review	June 2025
This policy was developed by	The Health and Safety Team Members
These people were consulted/involved	Centre Managers, SLT.
in developing the policy	
Next Review Date	June 2026